

QUARTERLY PROGRESS REPORT

Program Year _____

Reporting Period Covered: ☐ Jan-March ☐ April-June ☐ July-September ☐ Oct-Dec

SUBRECIPIENT

Address _____

Contact Person _____ Phone # _____

Project Name _____ Project # _____

PART I. ACTIVITY STATUS FOR QUARTER

Progress Achieved in Accomplishing Project Goals and Objectives

(Goals and objectives should correspond to the goals and objectives in the approved grant application). Indicate measurable units (e.g. # of clients served this reporting period, # of clients low and moderate income persons, or # of brochures distributed, etc.)

A. ACTIVITIES (Goals/Objectives)

#1 _____
Planned:

Actual:

#2 _____
Planned:

Actual:

B. DIFFICULTIES ENCOUNTERED

(As applicable, should include information on specific reasons why goals and objectives were not met)

ACTIVITY _____
Problem(s):

Resolutions/Corrective Action Plan and Schedule:

C. ACTIVITY ANTICIPATED NEXT REPORTING PERIOD

(Should correspond to the "Planned" entries under Progress Achieved in the next report)

Goal/Objective 1:

Goal/Objective 2:

PART II. QUARTERLY SERVICE STATISTICS

1. Number of all **NEW** persons served this quarter: _____
(*NEW means never served and/or reported before*)

2. Income of **NEW** Clients Served this quarter:

| | | |
|----|------------------------------------------------------------------------------------------------------|--|
| a. | Number of Low & Moderate (L/M) Income Persons | |
| b. | Number of all Others (not low mod) | |
| c. | Total (should be same as #1 above) | |
| d. | Number of Low Income Persons (<i>Of the total L/M persons in item a, how many are low income?</i>) | |

3. Race/Ethnicity of **NEW** Clients this quarter:

| | RACE # Total | Ethnicity # Hispanic |
|----------------------------------------------------|-----------------|-------------------------|
| White | | |
| Black/African American | | |
| Asian | | |
| American Indian/Alaskan Native | | |
| Native Hawaiian/Other Pacific Islander | | |
| American Indian/Alaskan Native & White | | |
| Asian & White | | |
| Black/African American & White | | |
| Am. Indian/Alaskan Native & Black/African American | | |
| Other Multi-Racial | | |
| Asian/Pacific Islander | | |
| Hispanic | | |
| TOTAL | | |

4. Number of **NEW** Female Headed Households Served _____
5. Number of **NEW** Persons who are 62 or older _____
6. **Cumulative Number of Persons Served to Date** _____

| | | |
|--------------------|----------------|---------------|
| _____ Signature | _____ Title | _____ Date |
|--------------------|----------------|---------------|

CDBG INCOME LIMITS for 2002

| Family/Household Size | Low Income | Low/Moderate Income |
|-----------------------|----------------|---------------------|
| 1 Person | \$0 - \$17,450 | \$17,451 - \$27,950 |
| 2 Persons | \$0 - \$19,950 | \$19,951 - \$31,950 |
| 3 Persons | \$0 - \$22,450 | \$22,451 - \$35,950 |
| 4 Persons | \$0 - \$24,950 | \$24,951 - \$39,900 |
| 5 Persons | \$0 - \$26,950 | \$26,951 - \$43,100 |
| 6 Persons | \$0 - \$28,950 | \$28,951 - \$46,300 |
| 7 Persons | \$0 - \$30,950 | \$30,951 - \$49,500 |
| 8 Persons | \$0 - \$32,950 | \$32,951 - \$52,700 |

Over 8 Persons

\$52,701 or more (call HND)